

FILED

APR 24 2018

ORDINANCE NO. 2018- 05

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04/24/2018 01:51:02P 2 PGS  
CONSTANCE BISCHOFF  
FRANKLIN County Recorder IN  
Recorded as Presented

FRANKLIN COUNTY BOARD OF COMMISSIONERS

*Karla G. Bauman*  
~~FRANKLIN COUNTY BOARD OF COMMISSIONERS~~  
**AN ORDINANCE AMENDING THE COUNTY OF FRANKLIN, INDIANA  
PERSONNEL POLICIES HANDBOOK**

WHEREAS the County of Franklin, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Franklin County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Franklin, Indiana provides Franklin County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the County Board of Commissioners adopted the County Personnel policies on October 7, 2013; and

WHEREAS it is necessary to amend personnel policies from time-to time

**NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF  
FRANKLIN, INDIANA BOARD OF COMMISSIONERS THAT:**

The attached County of Franklin, Indiana Personnel Policy sections 4.4 Sick Leave Reimbursement and 4.5 Personal Leave are hereby adopted and shall be in full force and effect on and after adoption; and shall replace and supersede existing oral or written personnel policies and procedures.

**EFFECTIVE DATE**

This Ordinance shall be in full force and effect after its adoption by the Board of County Commissioners.

ADOPTED this 24th day of April 2018.

**BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, INDIANA**

*Tom Wilson*  
\_\_\_\_\_  
Tom Wilson

*Tom Linkel*  
\_\_\_\_\_  
Tom Linkel

*Eric Roberts*  
\_\_\_\_\_  
Eric Roberts

**ATTEST:**

*Karla G. Bauman*  
\_\_\_\_\_  
Karla Bauman, Auditor

*Audit*

#### **4.4 SICK LEAVE REIMBURSEMENT**

Full time employees are eligible for 100% of their accrued, unused sick hours upon employment termination. However, employees who are terminated for disciplinary reasons shall not be entitled to pay for any accumulated sick hours.

#### **4.5 PERSONAL LEAVE**

FTPR employees will be allowed (2) personal days on their one (1) year anniversary. One (1) personal day is equal to a regular work shift. These (2) personal days must be used before January 1<sup>st</sup> of the following year. After the first year of employment, personal leave will be awarded at the beginning of each calendar year. Unless an emergency exists, the elected official/department head must receive a request one (1) day in advance of the day the employee would like to use paid personal time off. Personal leave must be taken within the calendar year and shall not accrue year-to-year.

Personal leave are payable at the employee's regular rate of pay at the time of leave and must be taken in minimum one (1) hour increments.

PT and ST employees shall not receive Personal Leave benefits.

Upon termination, pay for unused personal leave will be included in the employee's last regular paycheck. Employees who are terminated for disciplinary reasons shall not be entitled to pay for any unused personal leave.